



CITY OF HOUSTON

Job Posting

SL/CMD

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	PROJECT TECHNICIAN III
Posting Number	PN# 111113
Department	Public Works & Engineering Department
Division	Planning and Development Services
Section	Utility Planning and Analysis
Reporting Location	611 Walker*
Workdays & Hours	M – F, 8:00 - 5:00*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Oversees the coordination, general administrative, drafting and technical support activities to develop, prepare and implement specifications and plans for various equipment projects and systems. Develops and draws plans and profiles. Conducts plan reviews. Performs field checks. Coordinates and monitors equipment and system repairs. Handles inquiries from general public and staff personnel. Coordinates implementation of contracts, projects, and plans. Serves as liaison to departments and agencies.

WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal or outside weather.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate degree in Engineering, Drafting, Designing or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of related experience in the operation of stated electronic equipment is required. Professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

Preference will be given to applicants with demonstrated skills in MS Word, Access, Excel, ARCVIEW, and GIMS software. Vocational competence in the operation of electronic equipment is required.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 17
\$992 - \$1,404 Biweekly \$25,792 - \$36,504 Annually

OPENING DATE

June 14, 2006

CLOSING DATE

June 20, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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